

Procedures for Latent Print Photography in Casework

1 Purpose

To establish procedures for latent print photography in casework.

2 Scope

These procedures apply to photographers in the Evidence Management Unit, Operational Projects Unit, and the Latent Print Support Unit (Latent Imaging Team) who capture latent print photography in casework, to include Hazardous Evidence Analysis Team cases, and those personnel who submit requests.

3 Non-Hazardous Evidence Analysis Team Cases

3.1 All photography requests will be submitted in written format and outline specific requirements of the case and the capture request (e.g., lab number, item numbers, process used to develop print). Request examples include a screenshot from the appropriate database or the *Latent Fingerprint Section Photographic Requisition* form (7-230).

3.2 Processing and Completing a Photo Request

3.2.1 The photographer will review the request to ensure it is understood and that the appropriate equipment is on hand to photograph the prints. He/she will contact the requestor if there are any questions or inconsistencies.

3.2.2 The photographer will capture the images as specified by the request. The photographer has the discretion to capture images in the best manner possible. If the photographer conducts the work in any way other than what is stated on the request, the change will be recorded in the case record.

3.2.3 All work will be conducted per the Latent Print Units Operations Manual, Standard Operating Procedures for Digital Images. For any work conducted in a digital image retention system, the photographer's electronic signature within the program acknowledges his/her agreement with the work completed under his/her name. Work performed outside of a digital image retention system will be acknowledged in a manner suitable to the case. If the completed work cannot be retained in the digital image retention system, the photographer will provide all required images and information to the requestor on a disk(s) or other media.

3.2.3.1 Fluorescent compounds such as 1,2-Indanedione-Zinc will suffer from loss of intensity over time, resulting in a reduction of the quality of latent prints developed with these

compounds and submitted for photographic capture. As such, these developed prints will be captured as soon as practicable.

3.3 Quality Assurance Review

3.3.1 All latent print photography conducted in the FBI Laboratory and in the field will undergo a Quality Assurance review.

3.3.2 Appropriate management will determine who can conduct a Quality Assurance review. The Quality Assurance review will consist of a review of the work and records prior to distribution to the requestor, except in immediate or off-site situations, as noted in 3.3.5. A Quality Assurance reviewer cannot review his/her own work.

3.3.3 When a photographer requests a Quality Assurance review, he/she acknowledges that the photography request is complete, all relevant requirements listed in the *Quality Assurance Review Requirements* (Appendix A) have been met, and the work and records are ready for a Quality Assurance review.

3.3.4 The Quality Assurance reviewer will refer to the *Quality Assurance Review Requirements* to conduct the review.

3.3.5 In immediate or off-site situations where a Quality Assurance reviewer is not available, the Quality Assurance review will be conducted as soon as practicable. The Quality Assurance reviewer will only be responsible for information that can be checked at a later date/time (e.g., evidence may not be available and cannot be reviewed). In these instances, the requestor is responsible for checking that all requested prints are captured and that the Quality Assurance review is conducted by photography or Latent Print Unit personnel prior to issuance of the *Laboratory Report* or final notification to the contributor.

3.3.6 If any relevant requirements on the *Quality Assurance Review Requirements* are not met, the Quality Assurance reviewer must contact the photographer to resolve any discrepancies and record them. Examples include recording in Forensic Advantage, in the appropriate database, or on the *Latent Fingerprint Section Photographic Requisition*.

3.3.7 To record compliance with the requirements from the *Quality Assurance Review Requirements* and signify approval of the work, the Quality Assurance reviewer will complete the review in Forensic Advantage or will sign or initial and date an entry in the case record (e.g., database screenshot or *Latent Fingerprint Section Photographic Requisition*).

4 Hazardous Evidence Analysis Team Cases

4.1 Photographic requests for latent prints are communicated by the requestor to the photographers in the partner lab facility during the examination process.

4.2 The photographer will utilize a *Hazardous Evidence Analysis Team Fingerprint Photography Checklist* (Appendix B) prior to initial capture to ensure all camera settings and parameters are appropriate. One sheet will be completed per day, per case worked during the deployment.

4.2.1 Photographers will ensure the date and time of cameras are set to local time prior to use and record the check on the *Hazardous Evidence Analysis Team Fingerprint Photography Checklist*.

4.3 Photographers will capture images of the designated latent prints will follow the standards addressed in the Latent Print Unit Operations Manual, Standard Operating Procedures for Digital Images.

4.4 A review of the captured fingerprint images will be conducted utilizing the Hazardous Evidence Analysis Team Fingerprint Photography Checklist. The images will be reviewed by a second photographer or examiner (onsite or offsite) to ensure quality and accuracy. The results of the review will be recorded on the *Hazardous Evidence Analysis Team Fingerprint Photography Checklist* in the Post-Capture Quality Assurance section.

4.4.1 If the intention is to transmit images offsite via a network, a photograph or scan of the *Hazardous Evidence Analysis Team Fingerprint Photography Checklist* will be included with the images.

4.5 If an issue is found with the images during the review, the nature of the issue will be ascertained and noted on the *Hazardous Evidence Analysis Team Fingerprint Photography Checklist* and communicated to the photographer. The images will be re-captured as necessary and if possible, in a manner that corrects the issue. Any corrected images will then be submitted for review.

4.6 If the images are saved at the partner lab facility, the photographer will deliver them along with the *Hazardous Evidence Analysis Team Fingerprint Photography Checklist* to latent print personnel for processing and examination.

4.7 If additional processing is required after the images have been delivered, the images must be submitted per Section 3.

5 Hardware and Software

All photographers who perform latent print photography will receive training before using a new camera or imaging equipment. Records of such training will be maintained by Latent Print Support Unit management, Operational Projects Unit or Evidence Management Unit Quality Assurance personnel, as appropriate.

6 References

Latent Print Unit Operations Manual, Standard Operating Procedures for Digital Images. Latest Revision.

Rev. #	Issue Date	History
0	01/15/20	New document. Combination of updated Forensic Imaging Unit Procedures for Hazardous Evidence Analysis Team Latent Print Photography, Revision 0 and Forensic Imaging Unit and Evidence Management Unit Latent Print Photography Revision 4.

Approval

Redacted - Signatures on File

Latent Print Operations
Unit Chief

Date: 01/14/2020

Latent Print Support Unit
Chief

Date: 01/14/2020

Scientific and Biometrics
Analysis Unit Chief

Date: 01/14/2020

Operational Projects Unit
Chief

Date: 01/14/2020

Evidence Management
Unit Chief

Date: 01/14/2020

QA Approval

Quality Manager

Date: 01/14/2020

Appendix A: *Quality Assurance Review Requirements*

- 1) Did the photographer record all capture modifications from the request?
- 2) If produced, are the disks correctly labeled (Lab #, date, identifiers, initials, and classification level)?
- 3) If produced, were the contents of the disks checked for accuracy?
- 4) Is all information recorded properly in the applicable database?
- 5) Was the resolution of the digitally processed latent print image 1000 ppi (pixels per inch) or greater and have the images been properly calibrated 1:1?
- 6) Were the digital files named with the proper identifying number?
- 7) Is the chain of custody accurate?
- 8) Has the digital history/metadata been checked to ensure it meets the FBI Laboratory Latent Print Units Operations Manual, Standard Operating Procedures for Digital Images?

Appendix B: *Hazardous Evidence Analysis Team Fingerprint Photography Checklist*

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